

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
July 13, 2021**

***Meeting held via teleconference and in-person.**

MEMBERS PRESENT: Mike Ashooh (Chair), Kate Lalley, Jerry Storey, Cate Cross. (Luce Hillman was absent.)

ADMINISTRATION: Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Diana Vachon, Town Clerk.

OTHERS PRESENT: Members of the public participating in the meeting included Marcy Webster (Media Factory), Don Porter, Gail Albert, Tom Tompkins, Joyce George, Jessica Brumsted, Dan York, bding, Mark Sammut, Erika Lea, Barbara Johnson, Amy Moreno, Mary Kehoe, Jason Grignon, Sue McLellan, Sean Moran, David Leckey, Tom Daniels, Tripp Muldrow, Steve Kendall, Tom and Jane Zenaty, Bruce and Janet Nunziata, Maria McClellan, Ruth Hagerman, Ken Albert, Fritz Horton, Dorothea Penar, David Webster.

1. CALL TO ORDER

Chair Mike Ashooh called the hybrid in-person and teleconference meeting to order at 7 PM and explained the protocol to be followed.

2. APPROVE AGENDA

MOTION by Cate Cross, **SECOND** by Kate Lalley, to approve the agenda as presented. **VOTING** by rollcall: unanimous (4-0); motion carried.

3. MINUTES

June 22, 2021

MOTION by Jerry Storey, **SECOND** by Kate Lalley, to approve the minutes of 6/22/21 as presented. **VOTING** by rollcall: unanimous (4-0); motion carried.

July 6, 2021

MOTION by Jerry Storey, **SECOND** by Cate Cross, to approve the minutes of 7/6/21 as presented. **VOTING** by rollcall: 3 ayes, one abstention (Mike Ashooh); motion carried.

4. PUBLIC COMMENT

- Gail Albert urged including the Planning Commission, DRB, Shelburne Natural Resources Committee, and members of the public as part of the search and hiring process for the town planner position.
- Tom Zenaty thanked Dean Pierce and urged recognizing him formally for the many years of service to the town as Planning Director.
- Jessica Brumsted reported Vermont Agency of Commerce and Community Development (ACCD) has information on their website about available funding to

towns. Also, the Agency of Human Services is investigating available funding to cover the cost of police services at housing sites during COVID for the homeless.

5. SELECTBOARD COMMENTS

- Jerry Storey thanked Megan McBride and Jeff McBride for their service to the Town and wished them the best. Appreciation is expressed for the effort to find funding to cover the Town's cost of dealing with the homeless and temporary housing. Town staff in the Finance Office and Assessor's Office are complimented for their work resulting in a decrease in the tax rate in Town for the first time since 2009.
- Cate Cross thanked the Palmers and Shelburne Business and Professional Association for moving the Farmers' Market back to the town center.
- Kate Lalley thanked everyone for the kindness and compassion that was shown in helping to find their lost dog.

6. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- Pictures displayed of the Farmers' Market back at the Parade Ground.
- Dean Pierce resigned as Planning Director and is wished well on his personal and professional journey.
- Tom Candon, 20-year veteran on Shelburne Rescue, has stepped down. It was noted that he never accepted his earned stipend for his time on Rescue.
- VTrans has agreed to convert the third lane on Route 7 by the Church Street intersection to grass. Various improvements are being considered.

Ken Albert, Shelburne Winery, requested VTrans be asked to reduce the speed limit on Route 7 to 35 mph north of the traffic light at Bostwick Road. Gail Albert suggested the study to make improvements to Route 7 be revived.

Tom Zenaty, resident, requested VTrans be asked to reduce the width of the pavement on Route 7 south of Church Street to help reduce the speed of cars and create more of a village setting.

Fritz Horton, Shelburne Historic Preservation & Design Review Committee, asked for an update on the status of the search for a new planner. Lee Krohn said a local, regional, national search has been initiated. There are two full time positions in the department to be filled.

7. CBC APPOINTMENT(S)

Housing Subcommittee

The Selectboard interviewed Maria McClellan and Joyce George for positions on the Housing Subcommittee.

MOTION by Kate Lalley, SECOND by Cate Cross, to appoint Maria McClellan to a three-year term on the Housing Subcommittee beginning immediately and ending April 1, 2024. VOTING by rollcall: unanimous (4-0); motion carried.

MOTION by Jerry Storey, SECOND by Kate Lalley, to appoint Joyce George to a three-year term on the Housing Subcommittee beginning immediately and ending April 1, 2024. VOTING by rollcall: unanimous (4-0); motion carried.

Planning Commission

The Selectboard interviewed Marla Keene for a position on the Planning Commission.

MOTION by Cate Cross, SECOND by Jerry Storey, to appoint Marla Keene to the Planning Commission to complete Megan McBride's term effective immediately and ending April 1, 2022. VOTING by rollcall: unanimous (4-0); motion carried.

8. REQUIRED CERTIFICATIONS & APPOINTMENTS re: FEDERAL ARPA FUNDS

MOTION by Cate Cross, SECOND by Jerry Storey, that the Town of Shelburne accept the allocation of Coronavirus Local Fiscal Recovery Funding (CLFRF) from the U.S. Treasury along with the award terms and conditions, and assurances of compliance with civil rights requirements that are requirements of accepting the funds. VOTING by rollcall: unanimous (4-0); motion carried.

MOTION by Cate Cross, SECOND by Kate Lalley, to appoint the Town Manager, Lee Krohn, to serve as the Town's authorized representative as required by the Coronavirus Local Fiscal Recovery Funding (CLFRF) from the U.S. Treasury and sign the award terms and conditions, and assurances of compliance with the civil rights requirements by July 15, 2021. VOTING by rollcall: unanimous (4-0); motion carried.

MOTION by Cate Cross, SECOND by Kate Lalley, to appoint the Finance Director, Peter Frankenburg, to be the Town's contact person for the CLFRF award from the U.S. Treasury. VOTING by rollcall: unanimous (4-0); motion carried.

9. ECONOMIC DEVELOPMENT REPORT, PRESENTATION, RECOMMENDATIONS

Consultants, David Leckey, Tom Daniels, and Tripp Muldrow reviewed the methodology and scope of research for the study, and presented recommendations for consideration.

The study results showed:

- Shelburne is an affluent community dependent on visitors for the "gain" market.
- There are "leakage" areas where money is being spent out of town rather than in town.
- There are retail opportunities in home furnishings, specialty foods, personal care, gasoline and convenience stores, clothing, general merchandise, and limited-service restaurants (non-fast food).
- Of the employed people in town the majority commute either out of town to their job or into town to their job. A small number live and work in town.
- Seeking 'Designated Downtown' certification will help advance economic development in town.

- The town’s project review process and zoning regulations are causing a loss of opportunities and will stall economic development. Both the process and regulations need to be simplified.
- The town needs to curate visitors/tourism in town.
- An economic development person should be hired, and the town’s resources should be leveraged including the talented residents.
- More analysis should be done and the infrastructure supporting economic development should be set up to dive into opportunities. In a few years, another market analysis should be done.

Recommendations/action plan include:

- Simplify and change some regulations to benefit small business and economic development opportunities.
- Hire an economic development person to leverage what people and institutions in town can do together.
- Investigate/seek “Downtown Designation” certification.
- Begin initial placemaking activities (wayfinding signs) to support tourism in town.
- Draft an economic development mission statement.

There was discussion of value-added businesses (office space, hi-tech for which the town is well positioned), regulatory reform (priority for the town), and incentives to retain historic buildings in town that are part of the town’s identity.

10. ADJOURNMENT

MOTION by Kate Lalley, SECOND by Cate Cross, to adjourn the meeting.

VOTING by rollcall: unanimous (4-0); motion carried.

The meeting was adjourned at 9:09 PM.

RScty by tape: MERiordan

For the Selectboard

Date